

DATE: March 3, 2004

FROM: Dr. Anthony Bent

TO: All members of the professional staff covered by the Unit A Contract and 10 month secretaries

1. You are reminded that per the Unit A collective bargaining agreement and 10 month Secretary pay cycle you must elect on or before April 1st the manner in which you are to receive your last five paychecks.
2. To assist payroll processing and to make certain no requests are omitted, pertinent staff must respond via the new email process on or before April 1st. **Those failing to respond will receive the remainder of their pay over the summer.**
3. The last regular payday for staff receiving checks in July and August will be August 18th. **The first pay date of the 2004-05 school year will be September 1, 2004.**

For those who choose to receive paychecks during the summer, the pay dates will be:

Wednesdays – June 23rd, July 7th, July 21st, August 4th, and August 18th.

Checks may be picked up at the Central Office, 100 Maple Avenue (Town Hall) from 9:00 a.m. to 3:00 p.m. Checks not picked up will be mailed the same day. Please be sure to notify us of any change of address.

We would like to remind all staff that direct deposit is available at any time. Applications for direct deposit are available in the payroll office or the Town Treasurer's Office.